

16 July 1976

MEMORANDUM FOR: Chief, DDI Management Staff

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCE : Your memo to D/PR, dated 18 June 1976,
same subject

1. The office has continued its campaign to use two-sided copy wherever possible in office reproduction machines. The forty-two percent, two-sided copy figure for the first six months has been bettered somewhat in the second six months.


2. We continue to use peel-off labels (Form 3627), and the number used is increasing every quarter. I have no basis for estimating the savings involved.

3. The office effort to get its analytical staff to develop a work habit of interlining changes wherever possible in drafts has continued for the entire year.

4. In mid June, the office, in consultation with the NIO involved, and with consumers, imposed a temporary cessation of one biweekly publication. This will free about one man-day per week of time in this office. It also saves computer time and several dozen man-hours per month in other offices in the community.

5. The office continues its program of turning off unnecessary electric lights.

STATINTL


Acting Director, Political Research